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71-3224

13 AUG 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Follow On Actions to the Inspector General's Survey of the Office of Personnel

REFERENCES : (a) Memo from DD/S for D/Pers dtd 12 July 71, Same Subj
 (b) Report of the Inspector General's Survey of the Office of Personnel, April 1971

1. This memorandum submits three recommendations for your approval contained in paragraph 3.

2. Reference (a) requested a progress report on action by this Office to certain recommendations contained in the Inspector General's survey. Tabbed according to the recommendations numbers are descriptions of the action taken with regard to each recommendation. The following are brief statements concerning the individual recommendations:

Recommendation No. 3

Establish a more definitive plan which will identify the academic skills needed to provide a balanced staff and require SP careerists undergoing training to take those courses that are most needed by the Office of Personnel.

Work is continuing on this plan and we will report at 30-day intervals until it is completed.

Recommendation No. 4

Plan and initiate an internal Office of Personnel training program for new careerists, designed to give such careerists a knowledge of fundamental skills and of the Office of Personnel.

Work is continuing on the development of this program and we will report at 30-day intervals until it is completed.

Recommendation No. 5d

Make a study to determine the feasibility of conducting all recruiting on a TDY basis from Headquarters.

If the results of the attached study are acceptable, no further action is necessary with regard to this recommendation.

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Recommendation No. 8

Prepare a paper recommending turnover to the Deputy Director for Plans the responsibility for continuation of the civilian reserve program for Clandestine Service personnel and discontinuing remainder of this program.

The paper has been prepared in draft and is attached for your review.

Recommendation No. 9

Prepare a paper directing Selection Branch personnel to visit operating components on a scheduled basis.

This action has been completed. A copy of a memorandum from the Deputy Director of Personnel for Recruitment and Placement to Chief, Staff Personnel Division is attached.

Recommendation No. 11c

Prepare a paper directing Chief, Clerical Staffing Branch to canvass all components of the Agency annually for unclassified work to be performed by clerical employees in process at TAS.

Attached for your approval is a proposed Notice which will meet the requirements of this recommendation.

Recommendation No. 11d

Seek professional advice in planning and submit a proposal for improving the decor of the TAS.

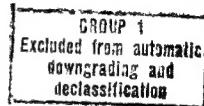
Work is continuing on this proposal and we will report at 30-day intervals until it is completed.

Recommendation No. 14

Initiate prompt action to establish a system ensuring positive and continuous control and location of all Official Personnel Files.

A review of action taken to date to establish better control of Official Personnel Files is attached along with proposed changes to [redacted] and a proposed OPM on this subject.

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Recommendation No. 16

Perform a study of the workload demands upon the Central Processing Branch subsequent to overseas personnel reduction programs, such as BALPA and OPRED, to determine the manpower needs of the Branch.

If the conclusions of the attached study are acceptable, no further action will be necessary with regard to this recommendation.

3. The following recommendations are made:

- a. It is recommended that no further action be taken on numbers 5d, 9, and 16.
- b. It is recommended that the memorandum for the Executive Director-Comptroller from the Director of Personnel concerning the Civilian Reserve Program be approved for release.
- c. It is recommended that the Notices and OPM proposed under numbers 11c and 14 be approved for formal submission and release.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

Atts

The recommendations contained in paragraph 3 are approved.

John W. Coffey
Deputy Director
for Support

Date

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